United Nations ST/AI/2013/3/Amend.1

Secretariat

21 May 2015

Administrative instruction

Official travel

1. Pursuant to section 4.2 of Secretary-General's bulletin ST/SGB/2009/4, the Under-Secretary-General for Management amends as follows administrative instruction ST/AI/2013/3 on official travel.

2. Section 3.4 is replaced by the following text:

3.4 Official travel for senior officials is further regulated as follows:

(a) Official travel by senior officials at the Under-Secretary-General level and by heads of mission in the field shall be reported in the Absence Management System using the form available online.[2] In order to maintain confidentiality, all information transmitted to the system is encrypted and is protected from unauthorized access. The system requires a designated assistant in the office to provide up-to-date information on travel plans and leave on a priority and regular basis;

(b) Wherever feasible, Under-Secretaries-General and heads of mission shall inform the local United Nations office or mission of their presence;

(c) To the extent possible, senior officials should avoid attending the same event;

(d) Travel undertaken by senior officials at the Assistant Secretary-General level shall be authorized by their respective heads of department.

3. The present instruction shall enter into force on the date of its issuance.

(*Signed*) Yukio **Takasu**
Under-Secretary-General for Management

[2] Available from https://ams.un.org.

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